



NED | NIH Enterprise Directory

Version 2.0.1.6

Welcome, NIAMS

Help

Preferences

Privacy

Log Off

Note: Please contact one of your IC's super users if you have questions about the sandbox. Please contact the NIH Help sandbox.

My Tasks

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Setting Preferences/Primary SAC Coverage in NED

Task Preferences

The two lists below contain all SACs within your authorized coverage. The SACs in the left list are your "Available SACs"; those in the right list are your "Primary SACs". For those SACs in the "Available SACs" list, tasks will not be shown in the Inbox or 'My Tasks' categories. For those SACs in the "Primary SACs" list, tasks will be shown in the Inbox and 'My Tasks' categories within NED. Please select the SACs that you would like to be in your primary SAC coverage list. [More Information...](#)

Available SACs

Primary SACs

HNB - NATL INST ARTHRITIS & MUSCULOSKELETAL & S...

HNB-2 - INTRAMIL RESCH PRGM

HNB-2-3 - ADMIV MGMT BR

HNB-2-4 - OFC SCIENCE & TECHNOLOGY

HNB-2-43 - CAREER DEVELOPMENT SECT

HNB-2-44 - LAB ANIMAL CARE & USE SECT

HNB-2-45 - LIGHT IMAGING SECT

HNB-2-46 - BIODATA MINING & DISCOVER SECT

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Click Here to Open the Preferences/Primary SAC Coverage Screen

Setting Primary SAC Coverage is a Critical Step in Using the NED System. Primary SAC coverage controls the tasks that will appear in your NED Inbox.

Cancel

Save Changes

- SACs (Standard Administrative Codes) represent organizations within NIH Institutes and Centers.
- To set your Primary SAC coverage, click on the "Preferences" item in the upper right corner of the NED Screen. This will bring up a NED page that looks like the one illustrated here.
- To set Primary SAC coverage, select from "Available SACs" and move to "Primary SACs" using the right arrow button. >> This can be reversed by selecting a primary SAC and using the left arrow button.
- Primary SAC coverage is not hierarchical. You must individually select each SAC that you wish to include in your primary coverage. In other words, child SACs are not automatically added to your primary coverage when a parent SAC is added.
- Click on "Save Changes" to finalize changes in the system. You can return to the "Preferences" screen at any time to modify your Primary SAC coverage.

Done

Internet

100%